

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 18, 2014*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 18, 2014, in the Career Programs Building, Rooms 211 and 213, beginning at 11:00 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa – Vice Chair
Merle Elliott
William Proctor
Gregory Snook – Chair
John Williamson

HCC Affiliates – Business Session

Anna Barker – Vice President, Administration and Finance
Jessica Chambers – Dean, Student Affairs
Michael Harsh – Chair, Faculty Assembly
Julian Horton – Associate Dean, Instructional Technology and Online Education
Ted Kaiser – President, SGA
Beth Kirkpatrick – Director, Public Information and Government Relations
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Executive Director, Human Resources
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:01 am.

Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategy, personnel matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:43 pm. In closed session, the Trustees discussed one (1) personnel matter, one (1) real property matter, and two (2) matters of financial strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Anna Barker, Vice President David Warner, and Director Jonathan Metcalf were also present.

Approval of Minutes (January 30 Regular, and Closed) (ACTION)

Mr. Proctor moved to approve the January 30, 2014 regular and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Ted Kaiser discussed current and future activities for the SGA.

Faculty Assembly

Professor Harsh said that the Faculty Assembly would meet on February 20. Even though the weather closings thus far have proved challenging, all were necessary for the safety and security of staff, faculty, and students.

President's Report

Board Briefing Summary

The President reviewed highlights in Student Affairs, Continuing Education and Business Services, Facilities and Grounds, and Online Education and Instructional Technology.

Enrollment Report

President Altieri discussed the current enrollment report. Even though total FTE was down 2.8%, the decline is much less than other community colleges in the state have experienced, with some reporting declines in double digits.

Key Campus Dates

Key campus dates for spring 2014 were reviewed.

Review Plans for the Board Retreat

The Board reviewed the draft agenda for the Board Retreat on April 1, 2014 and endorsed the proposed topics for discussion.

“Bullett’s greatness shines even after a loss”

President Altieri discussed the very complimentary article written by the Herald Mail about the College’s women’s basketball coach, Vicky Bullett. Trustee Brooks said that she had nominated Coach Bullett for an Achievers Award, and would provide additional information about the upcoming banquet.

Meeting with the Washington County Mayors

President Altieri and a number of trustees met with four Washington County Mayors on February 17, 2014. The meeting provided an update on college activities and enrollment information for each of the towns represented, which were Hagerstown, Boonsboro, Smithsburg, and Sharpsburg. President Altieri said the evening was very positive, and the mayors appreciated the opportunity to meet.

Monthly and Special Reports

Personnel Recommendations for February 2014 (ACTION)

Mr. Elliott moved to approve the personnel recommendations for February 2014 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2014 (ACTION)

Chair Snook dispensed with a formal report. Mr. Elliott moved to accept the financial report as of January 31, 2014 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

Campus Sponsorship Opportunities Policy

President Altieri said that the Campus Sponsorship Opportunities Policy would regulate advertising around campus and on the Web site. The Booster Club had sold sponsorships in exchange for displaying signage in the ARCC and on the playing fields with no formal policy to provide supporting criteria. It was suggested that the criteria for conflict of interest be better defined, and the word “tasteful” be removed from the criteria since that is a subjective evaluation. Chair Snook suggested that the athletic signs that are in process should be displayed, and the Board would consider this revised policy for action at the March meeting.

Center for Cybersecurity Education (ACTION)

The College holds the Center for Academic Excellence for Two Year Schools (CAE2Y) certification for 2010-2015 and is currently seeking re-certification. Naming a Center for Cybersecurity Education is a requirement for the national designation. Since virtually all of the cybersecurity instruction takes place in STEM 103, 104, 109, and 110, it was recommended that these rooms be designated as the Center for Cybersecurity Education effective March 1, 2014. Ms. Cushwa moved to approve as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:47 pm.

The next regularly scheduled meeting will be held on Tuesday, March 18, 2014, in the Elliott Center, Rooms 211 and 213.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary